



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Chris Steele • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Mark Simon

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday May 6, 2015**

REGULAR MEETING 7:00 P.M.

1800 Willow Lake Road, Discovery Bay, California

Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

Call business meeting to order – 7:00 p.m. by President Steele

Pledge of Allegiance – Led by President Steele

Roll Call – All Present

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

None

C. AREA AGENCIES REPORTS / PRESENTATION

1 Sheriff's Office Report

Crime Prevention Specialist Fontenot – Provided the law enforcement report for the month of April. There was discussion between the Crime Prevention Specialist Fontenot and the Board.

2. CHP Report

Officer Thomas – Provided an update of the services to the Town of Discovery Bay. There was discussion between Officer Thomas and the Board.

3. East Contra Costa Fire Protection District Report

Chief Henderson – Provided an East Contra Costa Fire Protection District update. There was discussion between Chief Henderson and the Board.

4. Supervisor Mary Piepho, District III Report

Lea Castleberry, Deputy Chief of Staff - Provided an update of several projects surrounding Discovery Bay.

D. COMMITTEE/LIAISON REPORTS

1. Trans-Plan Report – No Report

2. County Planning Commission Report – No Report

3. Code Enforcement Report – No Report

4. Special Districts Report** – No Report

****These meetings are held Quarterly**

E. PRESENTATIONS

1. Contra Costa Mosquito & Vector Control District

Andrew Pierce - Community Affairs Representative – Provided an update regarding the services of Contra Costa Mosquito & Vector Control District. There was discussion between the Community Affairs Representative and the Board.

F. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approval of DRAFT minutes of regular meeting dated April 14, 2015

2. Approve Register of District Invoices

3. Approve and Adopt Resolution Number 2015-06, Direction to HERWIT Engineering to prepare 2015-2016 Annual Assessment Report for the Ravenswood Improvement District, Discovery Bay Landscape & Lighting Zone #9

Motion by: Director Simon to Approve the Consent Calendar

Second by: Vice-President Pease

Vote: Motion Carried – AYES: 5, NOES: 0

G. BUSINESS AND ACTION ITEMS

1. Review of the FY 2013-14 "DRAFT" Audited Financial Statements for the Town of Discovery Bay
Mark Croce - Croce, Sanguinetti, & Vander Veen – Provided the details of item G-1. There was discussion between the General Manager, the Board, and Mark Croce.

General Manager Howard – Stated the Final Audit will be brought back at the May 20, 2015 meeting under Consent

2. Approve and Adopt Resolution No. 2015-07 to Revise Park Rules and Regulations Forms and Fees for the Town of Discovery Bay CSD owned and maintained Parks and Facilities

Recreation Program Coordinator Meewis – Provided the details of item G-2. There was discussion between the General Manager, the Recreation Program Coordinator and the Board.

Motion by: President Steele to round up the dollars to even number and approve this as presented

Second by: Vice-President Pease

Vote: Motion failed – AYES: 2 – President Steele, Vice-President Pease; NOES: 3 – Director Graves, Director Leete, Director Simon

This item will be brought back to the Board at the May 20, 2015 Regular Board meeting.

3. Agency Comment Request – Variance Permit Application VP15-1014 – Front Yard Variance Request – 4525 Discovery Point, Discovery Bay

General Manager Howard – Provided the details of item G-3. There was discussion between the General Manager and the Board. The Board directed Staff to send a letter to the County with no negative comment.

H. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

1. DRAFT CCR

General Manager Howard – Provided the details of item H-1. There was discussion between the General Manager and the Board.

I. PRESIDENT REPORT AND DIRECTORS' COMMENTS

Director Leete - Commended Staff that the event at the Community Center last Saturday, May 2, 2015 was a success.

Director Graves – Stated that all of the Board attended the East Contra Costa County Fire Protection Special meeting.

President Steele – Stated that many residents attended the East Contra Costa County Fire Protection Special meeting.

General Manager Howard – Provided the details of a follow up email from former Director Piepho regarding the hosting of a Town Hall Meeting with respect to the Fire Station Closures. There was discussion between the General Manager and the Board.

J. MANAGER'S REPORT – Discussion and Possible Action

None

K. GENERAL MANAGER'S REPORT – Discussion and Possible Action

1. Schedule Budget Workshop – May 27, 2015 at 6:30 p.m.

General Manager Howard – Budget Workshop is scheduled for Wednesday, May 27, 2015 beginning at 6:30 p.m. Provided an update of the new Parks and Landscaping Manager.

2. Drought Update

General Manager Howard – Provided an update regarding the drought.

L. DISTRICT LEGAL COUNSEL REPORT

1. Discussion on Sub-Committee Status

Legal Counsel Attebery – Provided an update on item L-1. There was discussion between the General Manager, Legal Counsel, and the Board.

There was one Public Comment Speaker. The discussion continued regarding the sub-committees. Legal Counsel will bring this item back to the Board at a future meeting. Also note that the Board Sub-Committees title will change to Staff Sub-Committees.

M. SUB-COMMITTEE UPDATES – Discussion and Possible Action

1. Finance – Director Leete stated that the Budget was reviewed as the General Manager had reported
2. Communications – General Manager stated that there will be a meeting scheduled in the near future
3. Parks and Recreation
4. Water and Wastewater – Vice-President Pease stated that there was a meeting and there was a tour of the Facility.
5. Waterways – General Manager stated that there will be a meeting scheduled in the near future

N. CORRESPONDENCE – Discussion and Possible Action

O. PUBLIC RECORD REQUESTS RECEIVED

P. FUTURE AGENDA ITEMS

1. Water Recycling Workshop

Q. ADJOURNMENT

The meeting adjourned at 9:08 p.m. to the next regular meeting dated May 20, 2015 starting at 7:00 p.m. on 1800 Willow Lake Road.

//cmc – 05-11-15

<http://www.todb.ca.gov/content/agenda-and-minutes/>